

NROP 4: BUILDING SECURITY			Page 1 of 4		
Division of Forensic Science Northern Regional Operating Procedure			Amendment Designator: 4		
			Effective Date: 3/1/05		
<p align="center">NROP 4: Building Security</p> <p>4-1 Purpose The purpose of this ROP is to document building security processes (control, access and monitoring) of the Northern Laboratory to provide an effective level of security throughout the building.</p> <p>General The Northern Laboratory occupies the second floor of a two story building and shares common areas on the first floor with the Medical Examiner's Office. Access to the common and general operational areas of the Northern Laboratory is controlled by an electronic intrusion alarm system. Access to forensic sections and other sensitive sub-areas of the laboratory is further restricted by non-electronic access code and/or keys. The front entrance to the first floor lobby and stairwell doors and elevator to the second floor lobby of the laboratory are programmed to unlock Mondays to Fridays, 8:15 to 5. All other doors are locked at all times with access restricted to authorized personnel only.</p> <p>4-2 Reference</p> <ul style="list-style-type: none"> Quality Manual, section 16. Facilities and Security Northern Building Manual/SETEC procedure <p>4-3 Responsibilities</p> <p><u>The Laboratory Director</u></p> <ul style="list-style-type: none"> approves assignment of all access keys, codes, levels and timezones for all building occupants is the sole authority in granting exceptions to this policy. <p><u>The Forensic Evidence Specialists will</u></p> <ul style="list-style-type: none"> ensure laboratory compliance with QM and NROP security procedures, to include periodic review of building access logs (visitor's sign-in log, after hours employee's sign-in log, etc) and alarm reports. control all keypad codes, simplex codes, keys to the building, keys and combinations to evidence storage area locks control and maintain the security system of the building in conjunction with the security monitoring company, which monitors the building during after hours, and coordinate the annual inspection (see 4-7 below) of the system; review SETEC access reports on a routine basis. ensure that each alarm incident is documented by the next working day on the Northern Alarm Incident Form, and as necessary, followup and resolve. Northern Laboratory Incident Report form attached. maintain the after-hours employee sign-in log ensure all non-Northern Laboratory persons in the building are badged <u>prominently</u> and signed into the appropriate log book in accordance to the chart below. ensure that all visitors have left the secure areas of the laboratory at the end of each working day 					
Who	Sign in/out Visitor Badge log**	Sign in/out Admin log**	Unescorted	Escorted at all times	No badge/No sign in
Visitors (family/friends, temp contract., LE, attorneys)	X			X	
Interns /Volunteers*		X	X		
New hires *			X		
Engineer *		X	X		
Custodial *		X	X		
MEO	X		X		
Other DFS staff	X		X		
Delivery people (UPS, office supplies, lab coats)				X	X
<p>*Wears DFS ID (temporary NOVA ID in interim). Subject to background check.</p> <p>**Visitor log located in Evidence Receiving; Admin log in Admin</p>					

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<p><u>All Northern employees will</u></p> <ul style="list-style-type: none"> maintain security of their assigned section and the laboratory building in general by being aware of security procedures report security breaches to supervisors and Forensic Evidence Specialists as appropriate in a timely manner be responsible for escorting and supervising all visitors he/she brings in the lab while in limited access areas of the building ensure the visitor signs out of the visitor's log book when leaving the lab. ensure that his/her section is locked and secure when the section is unmanned by authorized users <p>4-4 Access Level Assignments</p> <ul style="list-style-type: none"> <u>Lab Director, For. Evidence Specialists, and Forensic Office Manager:</u> 24/7 access to all areas of the building, including main evidence vault <u>Forensic Scientists:</u> 24/7 access to common areas, general lab areas, and their assigned forensic sections only <u>Forensic Laboratory Specialists I - IV:</u> M-S, 6-6 access to common areas, general lab areas, and their assigned forensic sections only <u>Forensic Toxicologist and FLS VI:</u> 24/7 access to common areas, general lab areas, TX section only <u>Forensic Admin Specialists:</u> M-F, 6-6 access to common areas, general lab areas <u>Building engineer:</u> M-F, 6-6 access to all areas of the building, excluding main evidence vault and forensic sections unless supervised <u>Janitorial contractors:</u> M-F, 7-5 access to all building areas, excluding main evidence vault and forensic sections unless supervised <u>Temporary contractors:</u> as needed, temporary access to all building areas, excluding main evidence vault and forensic sections unless supervised <u>Central/Western/Eastern lab employees, Interns, Volunteers, and all Individuals pending background checks:</u> M-F, 8:15-5 as needed, access to common areas, general lab areas, supervised access to assigned forensic sections <u>DFS Evidence Couriers:</u> M-F, 8:15-5 access to common areas, general lab areas; supervised access to evidence vault <u>MEO Evidence Couriers:</u> as needed, temporary access to general lab areas and tox section only <u>On Call Team:</u> As needed, 24/7 access to all areas of the building, excluding main evidence vault. <p>4-5 Forensic Sections</p> <ul style="list-style-type: none"> Forensic Sections are limited access areas. Doors are controlled by Simplex locks, the codes to which are issued only to DFS employees who routinely work in the section. These doors shall be locked if the section is unmanned by employees assigned to the section. Forensic Biology, Firearms/Toolmarks, Latent Prints, Forensic Photography and Tox/Drugs each have separate codes to their sections. These codes are confidential to the employees assigned to work in the section. <p>4-6 Changing of Access Codes ; Inventory of Keys</p> <ul style="list-style-type: none"> Keypad access codes will be changed as needed and required by QM section 16 Simplex lock codes will be changed when compromised and/or when personnel assigned to the forensic section no longer needs access to that area of the lab. Keys deemed critical to the security of evidence or laboratory operational areas will be inventoried on an annual basis by the Forensic Evidence Specialist Supervisor. 	

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<div> <ul style="list-style-type: none"> • Access levels and timezones assigned to each building occupant will be reviewed and updated at least annually by the Lab Director and Forensic Evidence Specialist Supervisor. <p>4-7 Security System Maintenance The hardware and software of the security system will be inspected on an annual basis, the results of which will be documented and forwarded to the Laboratory Director. Inspection will include testing the following for proper operation:</p> <ul style="list-style-type: none"> • All security panels, shunt times and alarm points • All backup batteries • All manual and electrical overrides • Data feed lines to the monitoring company <p>4-8 Incident Report Form The attached Northern Incident Report Form will be filled out for each unexpected building or fire alarm and distributed by the next business day, or earlier as appropriate, to the Laboratory Director with copy to the Forensic Evidence Specialist supervisor.</p> </div>	

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<div>Division of Forensic Science Northern Laboratory Incident Report</div> <p>Date/Time of Incident: _____</p> <p>Documented By: _____</p> <p>DFS Employee who responded to lab: _____</p> <p>Type of Incident:</p> <div><input type="checkbox"/> Fire Alarm</div> <div><input type="checkbox"/> Security Alarm</div> <div><input type="checkbox"/> Power Out</div> <div><input type="checkbox"/> Other _____</div> <p>Briefly Describe Incident (which, where, what, who):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>CAUSE of Alarm if any: _____</p> <p>_____</p> <table><thead><tr><th></th><th>YES</th><th>NO</th><th>N/A</th></tr></thead><tbody><tr><td>Did SETEC report in:</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Did Fairfax PD respond to lab:</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Did Fire Dept. respond to lab:</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table> <p>Followup Action: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Attach if available: Police report, Additional information</p> <p>Distribute by next business day or earlier if appropriate: Original to Lab Director with copy to FES supervisor</p> <p>Rev. Feb05</p>			YES	NO	N/A	Did SETEC report in:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did Fairfax PD respond to lab:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did Fire Dept. respond to lab:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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